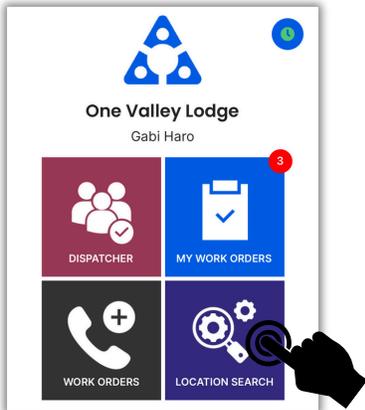
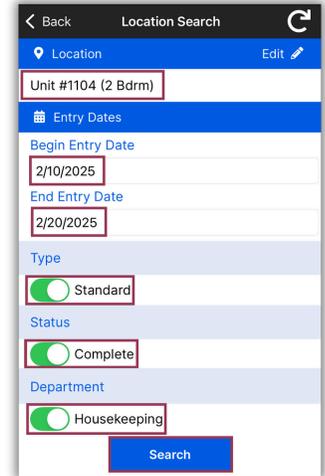


Step 1: Tap the **Locations Search** tile.

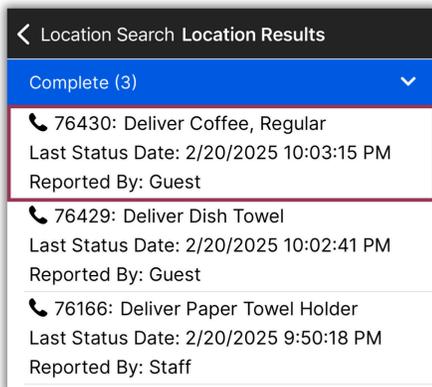


Step 2: Filter for the **Location**, adjust the **Entry Dates**, and select **Standard** work order **Type**. Set the **Status** to **Complete**, choose the **Department** that performed the work, and tap **Search**.

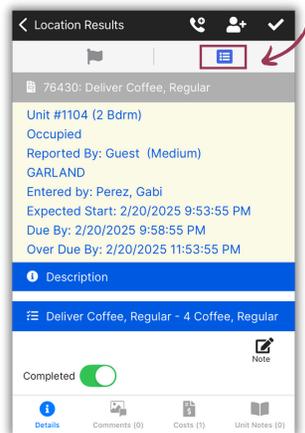


Recently completed work orders can **only** be viewed on the mobile from Locations Search.

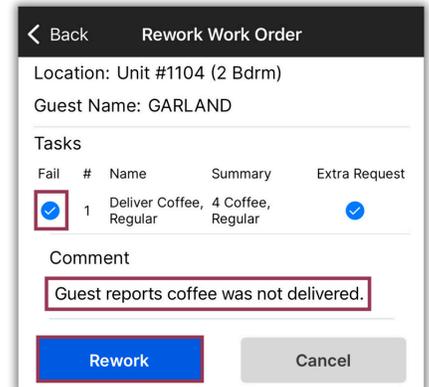
Step 3: Select the work order that needs to be **Reworked**.



Step 4: Tap the **Rework** icon.



Step 5: **Fail** the task, add a **Comment**, and tap **Rework**.



Success! tap **OK**.



Step 6: Tap the **Dispatcher** tile.



Step 7: Locate the work order and **Assign** it promptly.



A Rework work order means you're in *Guest Recovery* and must be assigned **immediately**.

If your property uses Auto-Assign, the Rework work order will be assigned automatically.

